

## 200 ELWOOD DAVIS CONFERENCE ROOM SET-UP FORM

Today's Date: \_\_\_\_\_

Available Room \_\_\_\_\_

<u>Chairs Only</u>	<u>Tables w/chairs</u>
100	80

Month/Day/Year

Onondaga

Day of the Week

Beginning Time

Ending Time

# Expected to Attend

**\*All weekend requests must be forwarded to Sue McCarthy in the Operations & Maintenance Building so coverage can be arranged.**

Title or Nature of Meeting \_\_\_\_\_

Name of BOCES Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

Specify Room Set-up

- Tables in a square
- Theater style (chairs only)
- Classroom style (tables & chairs)
- Other: draw diagram

Diagram

**Indicate equipment needed**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Podium   | <input type="checkbox"/> Video Conferencing Equipment | <input type="checkbox"/> Easel          |
| <input type="checkbox"/> Conference phone   | <input type="checkbox"/> Smartboard                   | <input type="checkbox"/> Laptop Cart    |
| <input type="checkbox"/> Announcement board (what time does meeting begin?) _____                                   |   | <input type="checkbox"/> Publish on web |
| <input type="checkbox"/> Add software (provide on media to Helpdesk no later than one (1) week prior to conference) |   |   |

Conference rooms are equipped with a computer with internet access and LCD projector and white board. All other equipment and supplies such as easel paper, overheads, markers, pens, pencils, tape, shears, etc. must be provided by those using the room. There will be no tech support available on weekends.

RETURN THIS FORM TO: Nicole Kane: OCM BOCES, PO Box 4754, Syracuse, NY 13221

If there is any change in the date or time of your meeting, or in the event of cancellation, please notify Nicole Kane at (315) 433-2600. If there is an emergency school closing the conference rooms MAY NOT be available. Please call ahead.